

### XYZ CHARTER SCHOOL JOB DESCRIPTION

**TITLE:** Principal/Executive Director  
**REPORTS TO:** Board of Trustees/Directors  
**SUPERVISES:** all administrative, professional, paraprofessional, and non-teaching personnel

**POSITION OBJECTIVE:**

The Principal/Executive Director is the executive, educational, and instructional leader of the school. The Principal/Executive Director, who serves as the lead administrator of the school, is hired and reports directly to the Board of Trustees. The position entails general and specific responsibilities as required by the Massachusetts DOE, Massachusetts Charter School Office, the Board of Trustees, and the School's Charter and Accountability Plan. These responsibilities are unique to this school and its population.

**QUALIFICATIONS:**

**Education:** Master's Degree in Education and/or Administration  
Certification in Massachusetts

**Knowledge of:** State of MA Laws and Regulations for Public Schools  
MA Charter School Laws and Regulations  
Budget development and Management  
Implementation of standards-based curriculum and educational reform models

**Experience:** Minimum of three to five years charter school experience preferred  
Minimum of five years experience as a Principal  
Demonstrated experience in educational leadership

**Ability to:** Work effectively with Board of Trustees/Directors  
Develop and maintain positive and productive relationships with the Department of Education, staff, students, parents, and the community  
Effectively lead change  
Effectively lead a diverse staff and student population  
Effectively implement data-driven decisions following the school's Accountability Plan  
(Communicate effectively with all stakeholders: students, parents, staff, DOE and broader community.)

## PERFORMANCE RESPONSIBILITIES

### Board of Trustees/Directors

Regularly communicates with the Chairman of the Board (or designated Trustee/Director)  
Reports to and seeks input from the Board and/or appropriate committees regarding the governance of XYZCS

Develops and implements recommendations of the Board of Trustees/Directors regarding the governance of XYZCS

Regularly report to the Board on school activities and relevant matters

5. Sits on the Board as a non-voting ex-officio member

6. Prepare for the Board's approval an annual set of goals for the School and Principal/Executive Director

### Personnel and Programs

Within the school community, inspire a culture of excellence that is centered on the School's vision

Manages and supervises all full and part-time staff. (add open-door policy)

In consultation with the Board, shall have the power to hire and/or fire any employee.

Oversees annual evaluations of teacher's and other administrative staff

Oversees the development and maintenance of job descriptions, personnel policies and procedures, and coordinates with the appropriate union contracts.

Insure that all teachers are highly qualified, certified, and have Individual Professional Development Plans of file that are aligned with the School's Accountability Plan.

Coordinates and oversees staff development and training that is aligned to the State Frameworks and School's Accountability Plan

Conducts regular staff meetings

Develop and maintain research-based educational programs in conjunction with state law, charter school laws and regulations, and MA State Frameworks.

Assures programs meet Charter goals and requirements, recognizing that faculty is responsible for designing standards-based curriculum that is aligned with MA State Frameworks.

Oversees school data reporting systems; classroom, general school, and DOE required data.

### Financial

Oversees the development of the School's annual budget in coordination with the Board of Trustees/Directors Finance Committee and bookkeeper .

Presents the annual budget to the Board of Trustees/Directors for final approval, and is responsible for the implementation of the budget

Maintains on-going communication regarding financial decisions with the Finance Committee

Oversees the preparation of monthly financial reports to the Finance Committee of the Board of Trustees

Oversees the reporting of financial data to the State Department of Education

Oversees all financial transactions including payroll

Tracks and assigns all purchases

Responsible for the Annual Audit and Annual Report

### **Parents/Community**

Maintains an open-door policy for parents

Participates in teacher-parent conferences when appropriate

Works with Parent Advisory Council (or similar) to implement programs for parents and students

Articulates the schools mission and vision to parents and the community

Conducts annual parent surveys and recommends changes to the BOT when appropriate

Conducts community outreach programs in order to create a positive influence in the community at large.

### **Fund raising/Public Relations**

Oversees the development, maintenance, and implementation of a public relations plan

Oversees the development of grants and other fundraising activities

### **Relationship with State DOE, State Charter School Office and National Charter School Network**

Support and consult with the Board of Trustees on state related issues

Oversee all necessary reporting to the DOE: Annual Report, Accountability Plans, Data management, grants, etc.

Maintain relationship and membership to state and national charter school organizations